

# City of Minneapolis STEP-UP Summer Jobs Program



## GUIDE FOR COMMUNITY AND SCHOOL LEADERS TO HELP YOUTH GET STEP-UP JOBS

**WHAT:** STEP-UP is a summer jobs program for Minneapolis youth ages 14-21. In 2015, over 1,500 youth worked for over 200 Twin Cities employers.

**WHO:** Eligible applicants must live in Minneapolis, be 14-21 years old on June 1, 2016, and NOT be currently enrolled in college (PSEO is okay). Incomplete applications will not be considered. Students must meet income guidelines or have a substantial barrier to getting a job. (See details on page 2)

**WHY:** STEP-UP interns receive work readiness training and then work for pay at Minneapolis businesses, public agencies and nonprofit organizations. They gain valuable job experience, explore career interests, and build professional skills.

**WHEN:** The **ONLINE ONLY APPLICATION deadline is Friday, February 5, 2016**. Students will receive notice of acceptance on or after February 11. **APPLICANTS MUST CHECK THEIR EMAIL REGULARLY FOR UPDATES. Training begins on or after February 27** (depending on students' individual training schedule). For those who complete training and are placed in a job, **work begins June 20, 2016 and ends August 19, 2016**. Over 80% of those who complete training are placed in a job.

### **Work Readiness Training Dates:**

- 2/27 Achieve & High School Discover Training
- 3/5 Achieve & High School Discover Training
- 3/19 Achieve & High School Discover Training
- 3/26 Achieve & High School Discover Training
- 4/9 Middle School Discover Training
- 4/16 Middle School Discover Training

**WHERE:** All trainings are held at MCTC, 1501 Hennepin Ave, Minneapolis, MN 55403. All Mock Interviews are held at the Minneapolis Convention Center, 1301 2nd Ave S, Minneapolis, MN 55403.

**Discover Students (ages 14-15 years old) have two back-to-back Saturday training classes** from 9 am to 3 pm, plus a Mock Interview on 4/11, 4/12, 4/13 or 4/14 from 4:30-6:30 pm (session assignments are listed in the acceptance letter). *Please note: 8<sup>th</sup> graders do not have mock interviews.*

**Achieve Students (ages 16-21) have one Saturday training session** from 9 am to 4 pm, plus a Mock Interview 4/11, 4/12, 4/13 or 4/14 from 4:30-6:30 PM (session assignments listed in the acceptance letter)

**Worksites depend on the individual student placement.** Most jobs are in Minneapolis, with a few in St. Paul or surrounding suburbs.

**HOW YOU CAN HELP STUDENTS:** Students often need assistance filling out the application. **The application is online only.** Please encourage your youth to take their time and answer the questions thoughtfully. Students do not need any previous work experience in order to be accepted. [www.minneapolismn.gov/step-up](http://www.minneapolismn.gov/step-up)

**HOW WE CAN HELP YOU:** STEP-UP staff members are available to answer questions by phone or email. Please call 612-673-5234 or write to [stepupinfo@minneapolismn.gov](mailto:stepupinfo@minneapolismn.gov).

# Youth Advocate's Guide to Helping Students Get STEP-UP Jobs



## Goal: More students apply and get accepted (*December 7, 2015 - February 5, 2016*)

- Designate a STEP-UP Coordinator and Advocate at your school or center
- Discuss program eligibility with students:
  - Must be a Minneapolis resident
  - Ages 14-21 (and not yet enrolled in college)
  - Student must meet income guidelines (below) or have a substantial barrier to getting a job. Examples are disabilities, IEPs, English language learners, or pregnant or parenting teens. If in doubt, students should apply.
- Support student in filling out online applications
- Invite a STEP-UP representative to give a recruitment presentation

## Goal: More students complete training (*February – April*)

- Request a list of your school's accepted students and their training dates and locations (available after March 2).
  - Students are sent acceptance notification via email and letters home
- Discuss the importance of attendance at Work Readiness Training and Mock Interviews
  - **NOTE: If students fail to attend training or are late, they are dropped and not eligible for a job.** Special circumstances should be communicated via email or phone messages **before** training dates. Encourage students to contact us with any issues.
- Discuss details of transportation and schedule with each student to help them make a plan
  - Students are responsible for their own transportation to training, but they can request metro transit tokens prior to beginning training.
- Be prepared to help students complete and fine-tune their resumes

## Goal: Support students in landing summer jobs (*February – May*)

- Students are evaluated at training. Discuss the importance of doing their best and participating in training.
- Make sure students think about their summer schedules. The more activities and summer school students have, the harder it can be to place them in jobs.
- **Most youth will have their job interview in May.** Help reinforce what we teach in training by discussing how to prepare for the logistics as well as the content of a job interview.

## INCOME GUIDELINES:

STEP-UP uses the following chart as a GUIDELINE to determine if a student is eligible for our program. **This is a guideline only. If a student is unsure if they qualify, please encourage them to apply!**

Persons in Family	1	2	3	4	5	6	7	8
Total Household Income	46,100	52,650	59,250	65,800	71,100	76,350	81,600	86,900